

ADMINISTRATIVE STAFF MEETING

3 January 1951
2:30 PM

AGENDA

<u>Office</u>	<u>Subject</u>	<u>Time</u>
Procurement	Necessity for the consolidation of Research and Development, OPC; Operational Aids Div., OSO; and, Communications Engineering, Office of Communications.	10 minutes
	Administrative support of operational activities.	10 minutes
Management	Field T/O's. New T/O request form. Sunday working force.	20 minutes
General Counsel	Negative.	
Comptroller	Negative.	
Personnel Director	Negative.	
Director of Training	Negative.	
Medical Staff	Negative.	
Admin. Services	Negative.	
Inspection & Security	Negative.	

cc: Dept. Director for Administration
Asst. to Dep. Director for Administration
General Counsel
Comptroller
Chief, Procurement
Personnel Director
Director of Training
Chief, Medical Staff
Chief, Administrative Services
Chief, Inspection & Security